

**City of Yellowknife Planning and Lands Division  
New Additions (Single-Detached Dwelling or Duplex) Checklist**



Property Information				
Owner Name				
Telephone(s)	Home:		Work or Cell:	
Email				
Civic Address				
Legal Description	Lot:		Block:	
			Plan:	
Applicant Information (if different from owner)				
Applicant Name				
Applicant Telephone(s)	Home:		Work or Cell:	
Applicant Email				
Development Information				
What is on the property now?				
Are you replacing an existing structure?				
Estimated start and completion dates				
<b>SEE REVERSE SIDE</b>				

**Important Information about New Additions:**

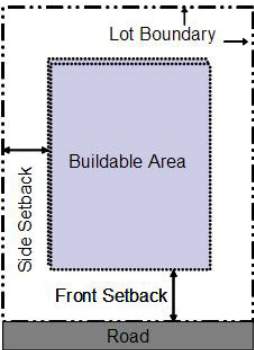
Replacing a structure previously approved by a Development Permit with a new structure of the same dimensions does not require this checklist.

Installing additional insulation on an existing structure requires 'Form G' instead of this checklist.

Constructing an Addition requires the Applicant to obtain a Building Permit.

An addition may require a Development Permit at the discretion of the Development Officer.

Residents requiring assistance with this form may come to City Hall from Monday to Friday between 8:30 AM – 4:30 PM, **OR** call 920-5600 and ask to speak to a Planner/Development Officer, **OR** e-mail [permits@yellowknife.ca](mailto:permits@yellowknife.ca). Information is also available through the Planning and Development Department Website.

Checklist	Information from Applicant
What is the floor area of the proposed structure?	_____ square metres
Was the dwelling you are altering approved by Development Permit?	YES: <input type="radio"/> NO: <input type="radio"/>
<p><b>Setbacks from Property Line:</b></p> 	<p>Required Front Yard Setback: _____ Proposed Front Yard Setback: _____</p> <p>Required Side Yard Setbacks: _____ and _____ Proposed Side Yard Setbacks: _____ and _____</p> <p>Required Rear Yard Setback: _____ Proposed Rear Yard Setback: _____</p> <p>Maximum Height Permitted: _____ Proposed Addition Height: _____</p> <p><b>* If the development requires a variance, you must apply for a Development Permit</b></p>
Are you within your maximum site coverage?	<p>YES: <input type="radio"/> NO: <input type="radio"/></p> <p>Maximum Site Coverage Permitted: _____ % Total Site Coverage (with Addition): _____ %</p>
Will you be changing the grade or site servicing?	<p>YES: <input type="radio"/> NO: <input type="radio"/></p> <p><i>If 'Yes,' attach related plans for Public Works review.</i></p>
Will the Addition create a new dwelling unit?	YES: <input type="radio"/> NO: <input type="radio"/>
<p><b>Please describe the materials to be used:</b></p> <p><i>* Please note that all new construction must be compatible with and complementary to other structures on the lot and the surrounding properties.</i></p>	

*I hereby certify that the information above is accurate and true. I acknowledge that submitting false or misleading information or constructing a structure that does not comply with the above shall render the required Building Permit null and void and the structure will be ordered removed.*

Applicant Signature: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Checklists may be e-mailed to [permits@yellowknife.ca](mailto:permits@yellowknife.ca) for Planner/Development Officer review\**

**Your Checklist application MUST include a DETAILED SITE PLAN showing setbacks from all existing and proposed buildings to property lines, and the location and dimensions of all existing and proposed structures and uses (all dimensions must be in METRIC).**